

Program Participation and Attendance Collection Trainings

All times are in Mountain Time on this training schedule.

Trainings are offered through Infinite Campus University.

Event: File Upload Process for Program Participation and Attendance Collections

Offered: See schedule for specific dates and times.

Duration: 1 ½ hours – *This training may take longer depending on the amount of participants and questions.*

Location: WebEx Online

Delivery: WebEx

Date: See schedule for specific dates and times. - *When registering, times will be displayed in Central time. For example, a 9:00 training session in Mountain Time would be 10:00 in Central Time. Please make sure you mark your calendar with the correct Mountain Time.*

Audience: District staff responsible for data entry into AIM (Supt., Principals, Secretary, Clerk, Counselor)

Description: This training will instruct users how to set up a *.tsv file in order to enter information into the AIM system for the Program Participation and Attendance Collections. The Program Participation Collection will include free/reduced lunch, Special Education, Section 504, Title I, Foreign Exchange, Gifted/Talented, 21st Century, Homeless Services, LEP, Title III, and Immigrant data. This information will be used to meet Federal reporting requirements and determine sub-groups for calculating AYP. The Attendance Collection will report the student's aggregate hours of instruction and attendance on the count date.

Event: Direct Data Entry Process for Program Participation and Attendance Collections

Offered: See schedule for specific dates and times

Duration: 1 hour

Location: WebEx Online

Delivery: WebEx

Date: See schedule for specific dates and times. - *When registering, times will be displayed in Central time. For example, a 9:00 training session in Mountain Time would be 10:00 in Central Time. Please make sure you mark your calendar with the correct Mountain Time.*

Audience: District staff responsible for data entry into AIM (Supt., Principals, Secretary, Clerk, Counselor)

Description: This training will instruct users how to enter student level data directly into the AIM system for Program Participation and Attendance Collections. The Program Participation Collection will include free/reduced lunch, Special Education, Section 504, Title I, Foreign Exchange, Gifted/Talented, 21st Century, Homeless Services, LEP, Title III, and Immigrant data. This information will be used to meet Federal reporting requirements and determine sub-groups for calculating AYP. The Attendance Collection will report the student's aggregate hours of instruction and attendance on the count date.

Registration for Trainings

Please register for a class at least 24 hours in advance to allow the automated email notices enough time to be delivered to the attendees.

To register for training, click on or type the following link into a web browser's address bar: <http://cpu.infinitecampus.com/icu>

On-line registration steps:

1. Click on **My Account**.
2. Click on **Create Account**.
3. Complete the requested information and click "Save".
4. Click on **All Events**.
5. From the **Audience** drop-down list select "Customers"
6. From the **Type** drop-down list select "Course"
7. From the **Status** drop-down list select "Open"
8. From the **Delivery** drop-down list select "WebEx"
9. Click on the name of the course to register for it.
10. Click on the "Register Now" button.
11. Click on the "Other" button, as there is no charge for these trainings.
12. Repeat steps 4 -11 to register for additional trainings.

Email: icu@infinitecampus.com or call Angela Kearney at 651-204-3219 if you have questions about registering on-line.

District Training

Thursday March 8, 2007

File Upload Process	9:00 a.m. to 10:30 a.m.
Program Participation Collection	9:00 to 10:00
Attendance Collection	10:00 to 10:30

Direct Data Entry Process	1:00 p.m. to 2:00 p.m.
Program Participation Collection	1:00 to 1:30
Attendance Collection	1:30 to 2:00

Friday March 9, 2007

Direct Data Entry Process	9:00 a.m. to 10:00 a.m.
Program Participation Collection	9:00 to 9:30
Attendance Collection	9:30 to 10:00

File Upload Process	2:00 p.m. to 3:30 p.m.
Program Participation Collection	2:00 to 3:00
Attendance Collection	3:00 to 3:30

Tuesday March 13, 2007

Direct Data Entry Process	9:00 a.m. to 10:00 a.m.
Program Participation Collection	9:00 to 9:30
Attendance Collection	9:30 to 10:00

File Upload Process	2:00 p.m. to 3:30 p.m.
Program Participation Collection	2:00 to 3:00
Attendance Collection	3:00 to 3:30

Wednesday March 14, 2007

File Upload Process	8:30 a.m. to 10:00 a.m.
Program Participation Collection	8:30 to 9:30
Attendance Collection	9:30 to 10:00

Direct Data Entry Process	2:00 p.m. to 3:00 p.m.
Program Participation Collection	2:00 to 2:30
Attendance Collection	2:30 to 3:00

Thursday March 15, 2007

Direct Data Entry Process	9:00 a.m. to 10:00 a.m.
Program Participation Collection	9:00 to 9:30
Attendance Collection	9:30 to 10:00

File Upload Process	1:00 p.m. to 2:30 p.m.
Program Participation Collection	1:00 to 2:00
Attendance Collection	2:00 to 2:30

Tuesday March 20, 2007

Direct Data Entry Process	10:00 a.m. to 11:00 a.m.
Program Participation Collection	10:00 to 10:30
Attendance Collection	10:30 to 11:00

File Upload Process	3:30 p.m. to 5:00 p.m.
Program Participation Collection	3:30 to 4:30
Attendance Collection	4:30 to 5:00

Wednesday March 21, 2007

File Upload Process	9:00 a.m. to 10:30 a.m.
Program Participation Collection	9:00 to 10:00
Attendance Collection	10:00 to 10:30

Direct Data Entry Process	3:00 p.m. to 4:00 p.m.
Program Participation Collection	3:00 to 3:30
Attendance Collection	3:30 to 4:00

Thursday March 22, 2007

Direct Data Entry Process	8:30 a.m. to 9:00 a.m.
Program Participation Collection	8:30 to 9:00
Attendance Collection	9:00 to 9:30

File Upload Process	2:00 p.m. to 3:30 p.m.
Program Participation Collection	2:00 to 3:00
Attendance Collection	3:00 to 3:30

Tuesday March 27, 2007

File Upload Process	8:30 a.m. to 10:00 a.m.
Program Participation Collection	8:30 to 9:30
Attendance Collection	9:30 to 10:00

Direct Data Entry Process	3:30 p.m. to 4:30 p.m.
Program Participation Collection	3:30 to 4:00
Attendance Collection	4:00 to 4:30

Thursday March 29, 2007

Direct Data Entry Process	11:00 a.m. to 12:00 p.m.
Program Participation Collection	11:00 to 11:30
Attendance Collection	11:30 to 12:00

File Upload Process	1:00 p.m. to 2:30 p.m.
Program Participation Collection	1:00 to 2:00
Attendance Collection	2:00 to 2:30

Friday March 30, 2007

Direct Data Entry Process	9:00 a.m. to 10:00 a.m.
Program Participation Collection	9:00 to 9:30
Attendance Collection	9:30 to 10:00

File Upload Process	2:00 p.m. to 3:30 p.m.
Program Participation Collection	2:00 to 3:00
Attendance Collection	3:00 to 3:30

Monday April 2, 2007

Direct Data Entry Process	10:00 a.m. to 11:00 a.m.
Program Participation Collection	10:00 to 10:30
Attendance Collection	10:30 to 11:00

File Upload Process	3:00 p.m. to 4:30 p.m.
Program Participation Collection	3:00 to 4:00
Attendance Collection	4:00 to 4:30

Wednesday April 4, 2007

File Upload Process	8:30 a.m. to 10:00 a.m.
Program Participation Collection	8:30 to 9:30
Attendance Collection	9:30 to 10:30

Direct Data Entry Process	1:00 p.m. to 2:00 p.m.
Program Participation Collection	1:00 to 1:30
Attendance Collection	1:30 to 2:00

Tuesday April 10, 2007

File Upload Process	9:00 a.m. to 10:30 a.m.
Program Participation Collection	9:00 to 10:00
Attendance Collection	10:00 to 10:30

Direct Data Entry Process	3:00 p.m. to 4:00 p.m.
Program Participation Collection	3:00 to 3:30
Attendance Collection	3:30 to 4:00